



Job Aid: Self-Assign Items

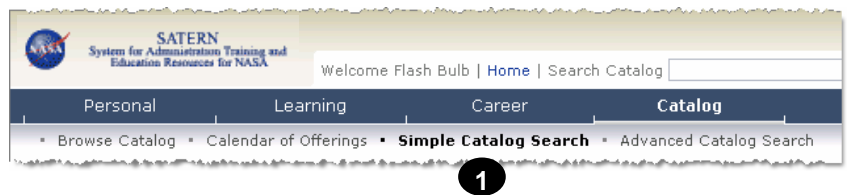
Description: These steps demonstrate how to use the Catalog to locate and assign Items to your Learning Plan. Each task demonstrates a different method of searching the Catalog.

Tasks

- A. Simple Catalog Search
- B. Advanced Catalog Search
- C. Browse Catalog

Task A: Simple Catalog Search

- 1** Click **Catalog > Simple Catalog Search** in the top menu.



- 2** Enter **keywords** to search for in the Item Title and Description.

- 3** Check the checkboxes for the type of Item you are searching for.

- 4** Click on the **Search** button.

Keyword Search

Enter Keywords to search the Item Title and the Item Description fields.

Keywords:

☒ Instructor-Led ☒ Online ☐ Other (Select one or more)

- 5** Locate the Item you want to add and click on the **Add to Learning Plan** button.

To revise the search, repeat steps 2-4 at the top of the page.

Enter Keywords to search the Item Title and the Item Description fields.

Keywords: ☒ Exact Phrase

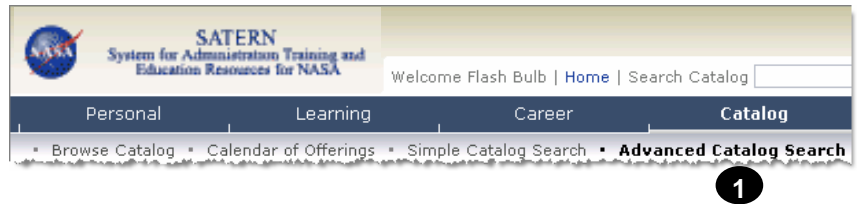
☒ Instructor-Led ☒ Online ☐ Other (Select one or more)

Catalog Search Results				
Title	Type	Price (\$)	Status	Action
Basic Electronics	Icon	--	Already On Plan	
History of the Light Bulb ✓	Icon	0.00	--	<input type="button" value="Add to Learning Plan"/>
Intermediate Electronics	Icon	--	Already On Plan	<input type="button" value="Request Schedule"/>



Task B: Advanced Catalog Search

- 1 Click **Catalog > Advanced Catalog Search** in the top menu.



- 2 Enter **keywords** to search for in the Item Title and Description.
- 3 Check the checkboxes for the type of Item you are searching for.
- 4 Click on the **Search** button.

2

3

- 5 Locate the Item you want to add and click on the **Add to Learning Plan** button.

To revise the search, click on the Revise Search link at the top of the page.

Search Results

Below are the results of your Search. Select an Action from the Actions drop down or click the Expand icon to view the Scheduled Offerings available for a Learning Item. You can refine your Search by clicking the [Refine Search](#) link at the top of the page.

[← Refine Search](#)

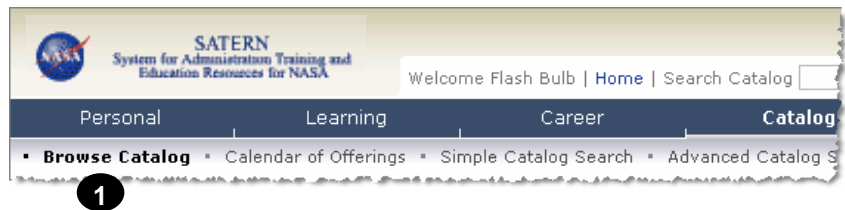
Advanced

Catalog Search Results				
Title	Type	Price (\$)	Status	Action
Basic Electronics	Icon	--	Already On Plan	5
History of the Light Bulb ✓	Icon	0.00	--	Add to Learning Plan
Intermediate Electronics	Icon	--	Already On Plan	Request Schedule



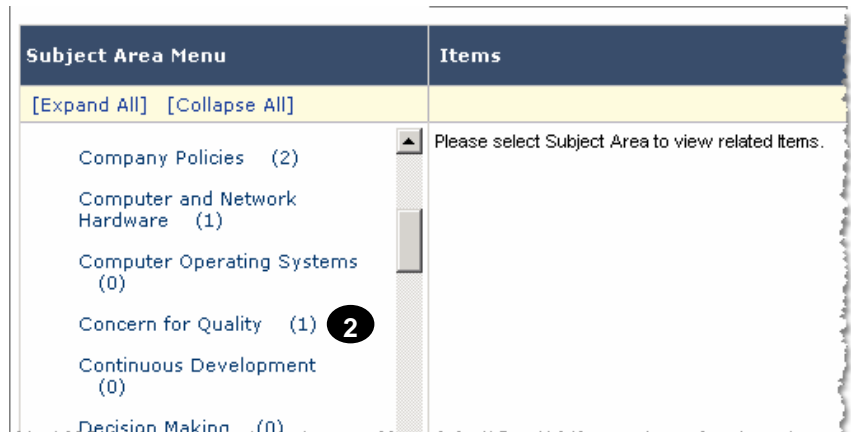
Task C: Browse Catalog

- 1 Click **Catalog > Browse Catalog** in the top menu.



- 2 Click on a **Subject Area**.

The number in parenthesis indicates how many Items are available for that Subject Area.



- 3 Locate the Item you want to add and click on the **Add to Learning Plan** button.

